



DEPARTMENT OF THE NAVY  
COMMANDER, NAVAL SURFACE FORCE  
UNITED STATES PACIFIC FLEET  
2841 RENDOVA ROAD  
SAN DIEGO, CALIFORNIA 92155-5490

COMMANDER  
NAVAL SURFACE FORCE ATLANTIC  
1430 MITSCHER AVE  
NORFOLK, VA 23551-2494

IN REPLY REFER TO

COMNAVSURFPACINST 1412.1/  
COMNAVSURFLANTINST 1412.1  
N7  
25 Feb 13

COMNAVSURFPAC/COMNAVSURFLANT INSTRUCTION 1412.1

From: Commander, Naval Surface Force, U.S. Pacific Fleet  
Commander, Naval Surface Force Atlantic

Subj: SURFACE WARFARE OFFICER QUALIFICATION AND DESIGNATION

Ref: (a) MILPERSMAN 1210-090

Encl: (1) Eligibility for Surface Warfare Officer Qualification  
(2) Eligibility Request for Surface Warfare Officer Qualification  
(3) Division Officer Study Guide (v3.0)/Personnel Qualification Standards Validation Table  
(4) Basic Division Officer Course (BDOC)/Personnel Qualification Standards Validation Table  
(5) Prerequisites and Remediation  
(6) Funding and Quota Requests  
(7) Request for Non-attainment

1. Purpose. To issue revised requirements for qualification and designation as a Surface Warfare Officer (SWO) in accordance with reference (a). This is a significant revision to previous policy and should be reviewed in its entirety.

2. Cancellation. COMNAVSURFORINST 1412.1C.

3. Discussion. SWO qualification is the direct responsibility of every (116X) officer and is the initial milestone in his/her career training and qualification process.

4. Responsibilities

a. Commander, Naval Surface Force, U.S. Pacific Fleet (COMNAVSURFPAC) and Commander, Naval Surface Force Atlantic (COMNAVSURFLANT) as supported Surface Type Commander (TYCOM) are responsible for establishing SWO qualification policy and for providing oversight of the overall qualification process.

b. In the interest of maintaining consistent standards of qualification, TYCOMs (including Commander, Naval Air Force Atlantic/Pacific and Commander, Submarine Force Atlantic/Pacific for surface ships in their command) and Immediate Supervisor In Command (ISICs) are directed to ensure the spirit and intent of this instruction are followed by units in their command monitoring and evaluating qualifiers and qualification programs.

c. The commanding officer (CO), Surface Warfare Officers School Command (SWOS) is assigned as the Executive Agent for SWO training and qualification. As such, CO SWOS is responsible for all matters concerning SWO training and associated Officer Personnel Qualification Standards (PQS), to include:

(1) Management, review and distribution of all PQS required for SWO qualification.

(2) Development and distribution of Surface Warfare Division Officer Study Guides (SWODOSG) as required.

(3) Development and maintenance of SWO Division Officer training curricula.

(4) Liaison between Commander, Naval Education and Training Command (CNETC) and COMNAVSURFPAC/COMNAVSURFLANT to coordinate requirements and resources for the execution of SWO training and PQS matters.

(5) Liaison with Navy Personnel Command (NPC) (PERS-41) for officer training pipeline requirements.

d. CO's of commissioned U.S. Navy surface ships are responsible for the application of this instruction within their commands and for developing a SWO training program to facilitate the SWO qualification process.

## 5. Qualification Eligibility

a. Designators required and eligible to qualify as a SWO are listed in enclosure (1). Those designators not listed in enclosure (1) are not eligible to pursue SWO qualification.

b. Officers pursuing SWO qualification must fall into one of the following categories:

(1) Be a commissioned officer permanently assigned to a commissioned U.S. Navy surface ship. Commissioned officers assigned to pre-commissioning units can submit a waiver via email or naval message to respective TYCOM COMNAVSURFPAC or COMNAVSURFLANT N7, as applicable.

(2) Be a permanently assigned exchange officer from the Coast Guard or a foreign Navy. Authorization to wear the insignia rests with the parent command.

(3) Be a Ready Reserve Officer (Inactive Duty) permanently assigned to a Ship Augmentation Unit (SAU), attached to a Military Sealift Command (MSC) ship.

(4) Be permanently assigned to a staff that is permanently embarked on a commissioned U.S. Navy ship (e.g. Commander SEVENTH Fleet, embarked on USS BLUE RIDGE). In this case the requirement to be assigned to a commissioned ship is not required.

c. For those designators listed in enclosure (1) requiring an approved eligibility request (enclosure (2)) for SWO Qualification from COMNAVSURFPAC/COMNAVSURFLANT, the following additional requirements must be met:

(1) Be O-3 and below.

(2) Be permanently assigned to a surface ship as a Division Officer (DIVO).

(3) Have fulfilled all parent community warfare qualification requirements prior to pursuing SWO qualification.

d. Only CO's of commissioned surface ships may qualify officers as SWO. They may only qualify officers permanently assigned with the exception noted in paragraph 5.b.4.

e. Once SWO qualification is achieved, transfer from one ship to another will not require requalification as a SWO or revalidation of the entire SWO PQS package. However, requalification in a particular watchstation or a formal demonstration of knowledge in a watchstation (e.g., Officer of the Deck (OOD) (Inport), OOD (Underway (U/W)), Combat Information Center Watch Officer (CICWO), etc. may be required as directed by the CO.

f. A platform endorsement to a SWO's existing OOD (U/W) letter is provided for in the newest version of the SWO PQS (NAVEDTRA 43101, Watchstation 303). This platform endorsement provides the means for SWOs to re-qualify required watchstations in a new class of ship.

## 6. Qualification Paths

a. Through Fiscal Year (FY) 2015, there are three paths to SWO qualification for eligible officers. For officers (116X) there are two distinct paths based on accession training received:

(1) SWO Introduction (Intro)/Advanced Shiphandling and Tactics (ASAT) Path. Officers (116X) who have completed SWO Intro must also be a graduate of ASAT.

(2) Basic Division Officer (BDOC) Path. Officers (116X) who have NOT attended SWO Intro must be a graduate of BDOC; Officers attending BDOC will NOT attend ASAT.

(3) Direct Path. BDOC and ASAT are not required, nor available, for officers outside of the (116X) designator.

b. In addition, ALL officers pursuing SWO qualification must, at a minimum:

(1) Satisfactorily complete all applicable 100 Section (Fundamentals), 200 Section (Systems), and 300 Section (Watchstation) PQS items.

(2) Demonstrate effective leadership skills and proficiency in performing DIVO duties, to include management of personnel, spaces, and equipment as well as significant experience as a watchstander.

(3) Pass a multi-member oral board, chaired by the CO and composed of other qualified, experienced SWOs. This oral examination should validate the officer's general professional knowledge of all aspects of Surface Warfare, predominately covered by the PQS.

## 7. Required PQS

a. All officers pursuing SWO qualification must complete/qualify in the following PQS watchstations:

(1) Basic Damage Control (NAVEDTRA 43119) watchstations 301-306.

(2) Maintenance and Material Management System (3M) (NAVEDTRA 43241), watchstation 304 (Division Officer).

(3) Division Officer Afloat (NAVEDTRA 43463-1).

(4) Inport Officer of the Deck (NAVEDTRA 43397 or other NAVEDTRA PQS specific to ship class, if applicable).

(5) Small Boat Officer (NAVEDTRA 43152).

(6) SWO Engineering (NAVEDTRA 43101-3).

(a) Completion of an Engineering Officer of the Watch (EOOW) qualification on any ship satisfies the requirement to complete SWO Engineering PQS.

(b) Non-nuclear trained officers on nuclear powered ships are required to complete the watchstation requirements for Engineering (Steam Plant), NAVEDTRA 43101-3, watchstation 301.

(7) CICWO or specific PQS applicable to ship class.

(8) Anti-Terrorism Watch Officer (NAVEDTRA 43385-9).

(9) Qualify and serve successfully as an Underway OOD (NAVEDTRA 43101), or other NAVEDTRA PQS specific to ship class, if applicable. For example, Carrier, Fixed Wing, Nuclear (CVN) OOD (NAVEDTRA 43496 Watchstation 303) may be completed in lieu of SWO OOD.

b. The SWODOSG validates 100/200 PQS line items as listed in enclosure (3).

c. Successful completion of the BDOC course of instruction validates 100/200 PQS line items as listed in enclosure (4).

NOTE: 100/200 PQS line items not covered by the SWODOSG or BDOC must be completed by the officer prior to qualification.

d. If the officer is temporarily assigned to another ship to complete watchstation requirements, the ship to which he/she

is temporarily assigned is authorized to sign for completed PQS line items; however, the parent command retains full responsibility for completing the SWO qualification process for the assigned officer.

e. Personnel not eligible for SWO qualification may use SWO PQS to earn Additional Qualification Designators (AQDs) for qualification as OOD U/W, EOOW, CICWO, and Tactical Action Officer (TAO).

## 8. Timeline

a. Officers designated (116X) commissioned on or after 1 October 2012 must attain SWO qualification within the first 18 months of shipboard service following completion of BDOC.

b. Officers designated (116X) commissioned before 1 October 2012 must attain SWO qualification within the first 22 months of shipboard service.

c. There is no time requirement for (non-116X) designator officers to complete SWO qualification.

d. CO may grant an extension, up to four months, when one of the three following circumstances precludes completion:

(1) Time spent in regular or complex overhaul or restricted availability precludes an officer from completing watchstation requirements.

(2) The ship's operating schedule does not afford sufficient time underway to complete watchstation requirements.

(3) An unusual shipboard assignment, personal hardship, or other unusual circumstances preclude completion within the prescribed time.

e. Upon granting an extension, the CO will submit a letter report to NPC (PERS-412), copy to the ISIC and applicable TYCOM. The report will explain the reason for delayed qualification, estimate additional time required, and comment on the officer's potential for qualification.

f. Officers (116X) unable to qualify within time requirements above will be processed for non-attainment of qualification and their names will be forwarded to the

Probationary Officer Continuation and Redesignation (POCR)  
Board.

9. Designation and Authority to Wear the Insignia

a. The CO is authorized to present the SWO insignia to an officer upon qualification. The achievement should be recognized at an appropriate ceremony, and relevant comments should be included in the officer's next regular fitness report. The SWO certificate (OPNAV 1412/1) may be used if desired.

b. The CO will forward notification of all SWO qualifications to NPC (PERS-412) for all active duty officers and (PERS-91) for all inactive duty officers. Upon receipt, (PERS-412/PERS-91) will:

(1) Change the designator of (116X) officers to (111X) as directed in reference (a).

(2) Assign AQD LA9.

c. 111X designation or an AQD of LA9 entitles an officer to wear the SWO insignia under U.S. Navy Uniform Regulations. Officers who earn the qualification and transfer to other officer communities retain the right to wear the SWO insignia unless revoked.

10. Revocation of Qualification. Revoking SWO qualification is a serious matter, potentially leading to a change of designator or termination of a career. It is an administrative action that should be undertaken carefully when circumstances dictate.

a. A SWO will retain such designation until it is revoked by NPC.

b. A CO, or any ISIC in the individual's chain of command, may recommend revocation of SWO designation under any of the following circumstances:

(1) Unsatisfactory performance at sea.

(2) Gross lack of professional or personal judgment and integrity.

(3) Refusal to accept or perform duties afloat.

(4) Being found unfit for sea duty because of lack of seamanship, warfighting, leadership or managerial ability.

(5) Lack of moral integrity.

c. A request for revocation of SWO qualification will be submitted following the provisions of reference (a).

d. A recommendation for revocation will not be made in lieu of detachment for cause, nor will recommendations automatically be included in cases of detachment for cause. Revocation may be considered and recommended coincident with a detachment for cause but will be handled administratively as a separate action by NPC.

e. A recommendation for revocation should be based on both the officer's past performance and potential to continue to serve as a creditable member of the surface warfare community, either afloat or ashore.

f. Upon approval of revocation, a Surface Warfare Officer's designation will be changed to (110X) and AQD LA9 will be removed from those officers with other than (111X) designators.

11. Non-Attainment of Qualification. CO's who recognize that a (116X) designated officer lacks motivation, interest, aptitude or application to qualify will:

a. Submit a report containing the circumstances, officer's potential, and an appropriate recommendation concerning retention in the Naval service, via the chain of command, to NPC (PERS-412). Reports of fitness should also reflect unsatisfactory progress toward SWO qualification. Do not include FITREPS in non-attainment packages. Officers (116X) failing to attain SWO qualification will be processed as training attrites and their names will be forwarded to the Probationary Officer Continuation and Redesignation (POCR) Board.

b. The officer will be afforded the opportunity to comment on the CO's report (enclosure (7)). Such comments will be appended as the first endorsement of the report and returned to the CO. The CO may then make additional comments and append them to the basic report as the second endorsement. The report will then be forwarded via the chain of command to respective

TYCOM (COMNAVSURFPAC/COMNAVSURFLANT).  
COMNAVSURFPAC/COMNAVSURFLANT will adjudicate the non-attainment  
report and forward results to NPC (PERS-412).

12. Administration

a. See enclosure (5) for prerequisites and remediation  
policy for ASAT and BDOC.

b. See enclosure (6) for funding and quota control for  
ASAT.



D. M. THOMAS, Jr.



T. H. COPEMAN

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<https://www.surfor.navy.mil/directives/default.aspx>

**ELIGIBILITY FOR SURFACE WARFARE OFFICER QUALIFICATION**

<b>Designator</b>	<b>Description</b>	<b>Accession Training Required (SWO INTRO / ASAT -or- BDOC)</b>
<b>Required to Qualify</b>		
116X	Unrestricted Line Officer in training for SWO qualification	Y
Lateral Transfers	Transfers into Surface Warfare community	Y
<b>Surface LDO/CWO Required to Qualify</b>		
61XX	Limited Duty Officer - Line (Surface)	N
640X	Limited Duty Officer (Nuclear Power)	N
641X	Limited Duty Officer (Administration)	N
649X	Limited Duty Officer (Security)	N
71XX	Chief Warrant Officer - Line (Surface)	N
740X	Chief Warrant Officer (Nuclear Power)	N
741X	Chief Warrant Officer (Ship' s Clerk)	N
749X	Chief Warrant Officer (Security Technician)	N
<b>Requires COMNAVSURFOR Approved Eligibility Request</b>		
144X/146X	Engineering Duty Officer	N
62XX/72XX	Limited Duty Officer/Chief Warrant Officer, Line (Submarine)	N
<b>All other designators not listed are not Eligible for SWO Qualification</b>		

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**ELIGIBILITY REQUEST FOR SURFACE WARFARE OFFICER QUALIFICATION**

Date

From: "Rank" John P. Jones, USN, Designator  
To: Commander, Naval Surface Force, U.S. Pacific Fleet N7  
Commander, Naval Surface Force Atlantic N7 (as applicable)  
Via: (1) Commanding Officer, USS SHIP  
(2) ISIC  
(3) COMNAVAIRFOR/COMNAVSUBFOR (if applicable)

Subj: ELIGIBILITY REQUEST FOR SURFACE WARFARE OFFICER  
QUALIFICATION

Ref: (a) COMNAVSURFPAC/COMNAVSURFLANTINST 1412.1

Encl: (1) Commanding Officer's Letter of Recommendation

1. Per reference (a), request eligibility for Surface Warfare Officer Qualification, Additional Qualification Designator LA9, and authorization.

2. The following information is submitted per reference (a):

a. Current PCS assignment:

b. Date reported aboard:

c. Current billet and duties:

d. PQS completion dates:

(1) Basic Damage Control watchstations 301-306

(2) SWO Engineering

(3) Small Boat Officer

(4) Maintenance and Material Management System (3M)  
Watchstation 304

(5) Combat Information Center Watch Officer

(6) Division Officer Afloat

(7) Anti-Terrorism Watch Officer

Enclosure (2)

e. Date of OOD qualification:

(1) Inport

(2) Underway

f. Date Surface Warfare Division Officer Study Guide completed  
(if applicable).

g. Projected Rotation Date:

3. Amplifying information: Must include reason for request,  
career goals, personnel led, spaces owned, equipment owned, follow  
on assignment (if known), and justification for SWO qualification.

Very Respectfully,

Signature

**DIVISION OFFICER STUDY GUIDE (v3.0)/  
 PERSONNEL QUALIFICATION STANDARDS VALIDATION TABLE**

Division Officer Study Guide Module	PQS Reference	Division Officer Study Guide Module	PQS Reference	Division Officer Study Guide Module	PQS Reference
<b>ENGINEERING</b>		<b>NAVIGATION, SEAMANSHIP, SHIPHANDLING</b>		<b>DAMAGE CONTROL</b>	
1.0 Engineering Fundamentals Module	43101-3F *101, 102, 103, 104, 106, 107, 112, 113, 202, 203, 204, 222,	1.0 Standard Terms Module	43101-4F *101, 140, 141, 142, 143, 144, 145, 158, 203, 211, 212, 214 43397-D * 104, 108	1.0 Introduction to Damage Control Module	43119-J * 101, 102, 104, 107, 108, 110, 111, 112, 113, 114, 201, 206, 213, 223
2.0 Pollution Control Fundamentals Module	43101-3F *103 43101-4F *162, 163	2.0 Shiphandling Module	43101-4F * 148, 149	2.0 Fixed DC Systems Module	43119-J * 101, 209, 210, 211, 214, 217, 225
3.0 Steam Engineering Module	43101-3F *114, 115, 208, 209, 210, 211, 212, 213, 214, 215, 216	3.0 Special Evolution Module	43101-4F * 110, 140, 141, 143, 144, 146, 147, 149, 152, 156, 211, 212, 213, 214 43397-D * 108, 109	3.0 Portable DC Equipment Module	43119-J * 101, 104, 110, 213, 217, 220, 221, 222
4.0 Diesel Engineering Systems Module	43101-3F *116, 217, 218, 219, 220, 221	4.0 Emergencies Module	43101-4F *101, 110, 141, 148, 150, 152, 159 43397-D * 201	4.0 Shipboard Firefighting Module	43119-J * 101, 103, 104, 107, 109, 113, 202, 203, 204, 205, 207, 218, 219, 224 43101-3F * 102
5.0 Gas Turbine Engineering Systems Module	43101-3F *117, 223, 224, 225, 226	5.0 Rules of the Road	43101-4F * 151, 154 43397-D * 114	5.0 CBR-N Module	32119-J * 106, 205, 213, 215
6.0 Auxiliary Engineering Systems Module	43101-3F *108, 109, 205, 206	6.0 Weather Module	43101-4F * 151, 154 43397-D * 103 43119-J * 205	6.0 Shipboard First Aid Module	43119-J * 105
7.0 Electrical Systems Fundamentals Module	43101-3F *105, 110, 111, 201, 207				

Division Officer Study Guide Module	PQS Reference	Division Officer Study Guide Module	PQS Reference	Division Officer Study Guide Module	PQS Reference
<b>NSS (TERRESTRIAL NAVIGATION)</b>		<b>DIVISION OFFICER FUNDAMENTALS</b>		<b>MARITIME WARFARE / COMBAT SYSTEMS</b>	
1.0 Navigation Core Module	43101-4F *153, 154, 155, 156, 160	1.0 Division Officer Indoctrination Module	43463-1B *100, 102, 104, 105, 107, 110	1.0 Combat Systems Module	43101-4F * 102, 107, 108, 109, 111, 113, 116, 117, 120, 121, 122, 124, 126, 161, 164, 201, 202, 203, 204, 207
2.0 Piloting Module	43101-4F * 156 43397-D * 102, 103	2.0 Division Officer Administration Module	43462-1B * 103	2.0 Naval Weapons and Combat Systems Module	43101-4F * 101, 105, 108, 109, 115, 116, 117, 118, 119, 123, 124, 126, 129, 201, 202, 205, 206, 207, 208, 209, 215
3.0 Electronic Navigation Module	43101-4F * 108, 149, 153, 156, 201	3.0 UCMJ Module	43463-1B * 111	3.0 Naval Platforms Module	43101-4F * 115, 125, 137
Maneuvering Board (MOBOARD) Module	43101-4F *112	4.0 Safety Module	43397-D * 101 43101-3 * 101 43101-4 * 101 43119-J * 101, 111 43463-1B * 111	4.0 Maritime Warfare Module	43101-4F * 105, 110, 119, 120, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136
Contact Management Module	43101-4F *108	5.0 Training Module	43463-1B * 108		
<b>READINESS</b>		<b>DIVISION OFFICER</b>		<b>NOTE:</b> Applicable 100 and 200 series line items accomplished by the completion of the Division Officer Study Guide (Version 3.0) are identified in column titled "PQS Reference".	
1.0 Maintenance and Material Management (3-M) Module	43241-H * 101, 103, 104, 105, 106, 109, 110, 111, 112	1.0 OOD Inport Module	43241-H * 101, 103, 104, 105, 106, 109, 110, 111, 112		
2.0 Organization Maintenance Module	43241-H * 107, 108, 109, 110, 111	2.0 Communications and the Watchstander Module	43241-H * 107, 108, 109, 110, 111		
3.0 Supply Module	43241-H * 112	3.0 Underway Watch Fundamentals Module	43241-H * 112		

**BASIC DIVISION OFFICER COURSE (BDOC) /  
 PERSONNEL QUALIFICATION STANDARDS VALIDATION TABLE**

<b>PQS NAME</b>	<b>NAVEDTRA #</b>	<b>100/200 PQS Line Item COVERED during BDOC</b>	<b>100/200 PQS Line Item NOT COVERED during BDOC</b>
Basic Damage Control (301 - 306)	43119 Series	All	None
Maintenance and Material Management (3-M) (304)	43241 Series	All	None
Division Officer Afloat	43463-1 Series	All	None
Inport Officer of the Deck	43397 Series	All	None
Small Boat Officer	43152 Series	All	None
SWO Engineering	43101-3 Series	All	None
Anti-Terrorism Watch Officer (ATTWO)	43385-9 Series	All	None
Officer of the Deck Underway	43101 Series	All	None
Combat Information Center Watch Officer (CICWO)	43101-4 Series	101 - 105, 106.1 - 106.6, 106.8, 107.1 - 107.2, 108, 109, 110.2 - 110.5, 111 - 119, 120.1 - 120.3, 120.5 - 120.6, 120.9 - 120.11, 121 - 138, 140 - 164, 201.1 - 201.2, 201.4, 202 - 215	106.7, 107.3, 110.1, 120.4, 120.7, 120.8, 120.12, 120.13, 201.3, 139 (NOTE 1)
<b>NOTE 1: In accordance with COMNAVSURFORINST 1412.1D, those items NOT COVERED during BDOC shall be completed prior to SWO qualification.</b>			

**PREREQUISITES AND REMEDIATION**

1. ASAT Prerequisites

a. Prior to attending ASAT, all officers must have completed paragraph 6.b.(2) of this instruction; qualify and serve successfully as an Underway Officer of the Deck (OOD).

b. The OOD Underway Qualification pre-requisite for SWOS ASAT attendance is the only pre-requisite that may be waived. Submit waiver requests to SWOS, via ISIC and info appropriate TYCOM. Waivers are intended to avoid "hard stops" in career timing (such as an expiring 22 month qualification requirement) and shall not be granted as a matter of convenience.

c. Commanding Officers will request an ASAT quota when they believe the officer has the required experience to successfully complete the ASAT course and is close to SWO Qualification.

2. ASAT Remediation

a. While attending ASAT, a minimum of 90 percent is required on the Rules of the Road exam. For all other ASAT examinations, 75 percent is the minimum acceptable score. Should an officer fail to achieve minimum assessment criteria above while at SWOS ASAT, that officer will receive a course attendance letter in lieu of a graduation/course completion letter.

b. The course attendance letter will indicate areas requiring re-assessment prior to convening a SWO Board for final SWO Qualification. The ship's Commanding Officer will determine when the officer is ready for re-assessment and the ISIC (primary) or appropriate ATG (secondary) will administer the requisite exam(s), provided by SWOS.

c. Once the officer has satisfactorily passed the requisite exam(s), the command will notify SWOS ASAT N72 Academic Director that the officer has passed the exam retake(s). The Commanding Officer will precede with the SWO qualification board at his/her discretion.

3. BDOC Prerequisites. Be an Officer (116X) and meet requirements listed in paragraph 5.b.

4. BDOC Remediation

a. While attending BDOC, a minimum of 90 percent is required on the Rules of the Road exam. For all other BDOC examinations, 75 percent is the minimum acceptable score.

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b. BDOC failures will be treated as initial training attrites and disenrolled. Once a student is disenrolled from training, their record will be forwarded to PERS for disposition at a Probationary Officer Continuation and Redesignation (POCR) Board.

**FUNDING AND QUOTA REQUESTS**

1. ASAT. As of 1 October 2012, COMNAVSURFPAC/COMNAVSURFLANT will fund ASAT vice PERS. The following ASAT quota request procedures and attendance funding requirements have been established in an effort to maximize officer throughput in the ASAT COI in a fiscally constrained environment. Do not schedule these quotas until officers meet requirements outlined in paragraph 8.a. Keen awareness of the cost incurred as a result of travel to/from OCONUS locations coupled with responsible planning will assist in reducing the overall cost associated with ASAT COI.

a. For (116X) officers required to earn their Surface Warfare qualification who are assigned Division Officer duties on a commissioned U.S. Navy surface ship or for Ready Reserve Officers (Inactive Duty) permanently assigned to the crew of a Ship Augmentation Unit (SAU):

(1) The funding requirement for each officer attending SWOS ASAT is calculated based on travel to and from homeport. For ships deployed away from CONUS during the time period in which they plan to send their officer(s) to ASAT, quota requests must be submitted to and approved by the TYCOM for funding consideration prior to scheduling quota.

(2) ASAT funding shall be treated like any other TADTAR request and shall be included in the ship's Annual Training Plan (ATP) and ATP Augment Requests. For COMNAVSURFPAC ships, submit request to CNSP N44. For COMNAVSURFLANT ships, submit request to CNSL Comptroller N01F. SWOS will make all lodging arrangements and provide confirmation approximately two weeks prior to course start date.

Note: Funding requests will be submitted to the respective TYCOM via establish ATP augment. TYCOM funding confirmation must be forwarded to SWOS Fleet Training Department (N72) when submitting an ASAT quota request.

b. Permanently assigned exchange officers from the Coast Guard and foreign navies must submit requests to the TYCOM for funding consideration prior to submitting to SWOS Fleet Training Department (N72) for approval. Funding to attend ASAT will be reviewed and be approved by the TYCOM on a case by case basis.

c. Designators requiring an approved eligibility request for SWO qualification from COMNAVSURFPAC/COMNAVSURFLANT N7 delineated in enclosure (2) must be submitted six months prior to desired ASAT class convening date and approved before an official quota will be granted. A sample request is provided in enclosure (1). Designators requiring approval can request to be put on the standby list for requested class date. However, if COMNAVSURFPAC/COMNAVSURFLANT N7 approval is not

determined two weeks prior to class convening date, the individual's standby request will be shifted to the next available class.

d. While SWOS normally observes a first-come, first-served quota prioritization methodology for allocating ASAT quotas, during high-demand periods, SWOS will prioritize attendance of (116X) officers over LDO, CWO, international and USCG officers.

2. BDOC. NPC (PERS-41) will fund all new accession Surface Warfare Officers and re-designated Officers into the Surface Warfare Community (116X) to attend BDOC as part of their Initial Training. Officers will receive PCS orders to their ship with BDOC as an Intermediate stop before permanently reporting to their Ultimate Command.

**REQUEST FOR NON-ATTAINMENT**

From: Commanding Officer, USS NEVERDOCK (DDG XX)  
To: Commander, Navy Personnel Command (PERS-412)  
Via: (1) LTJG John P. Jones, USN, 1160  
(2) Commanding Officer, USS NEVERDOCK (DDG XX)  
(3) ISIC  
(4) Commander, Naval Surface Force, U.S. Pacific Fleet and  
Commander, Naval Surface Force Atlantic  
(as applicable)

Subj: REPORT OF SWO NON-ATTAINMENT ICO LTJG JOHN P. JONES, USN,  
116X

Ref: (a) COMNAVSURFPAC/COMNAVSURFLANTINST 1412.1

Encl: (1) USS NEVERDOCK ltr 1412 Ser DDG XX/XXX of 9 Aug 12  
(as applicable for CO's LOIs, etc.)  
(2) As applicable  
(3) As applicable

1. Per reference (a), this letter is submitted to document the inability of LTJG Jones to demonstrate the requisite level of knowledge and aptitude necessary to qualify as a Surface Warfare Officer (SWO). Details of his potential and the circumstances leading to his non-attainment are outlined below and further explained in enclosures (1) through (3).

2. Include justification for SWO non-attainment and an appropriate recommendation concerning re-designation and/or retention in the Naval service.

E. D. PREBL